Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
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Indianapolis, IN 46204
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317-232-7979 (fax)

JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

System Administrator
Information Technology Section

Duties:

- Understands and maintains Active Directory including DHCP, WINS, DNS and TCP/IP.
- Provides hands-on support for the server infrastructure, including maintaining WSUS, SCCM, VM file and print services.
- Analyzes problems, and monitors network resources, including web-filter and Office 365, to ensure availability to end-users.
- Prepares and maintains documentation for current network platform and operational procedures, including periodic reports of IT infrastructure.
- Implements regular housekeeping procedures, including anti-virus implementation, data/application backups and restores.
- Investigates, evaluates, recommends and upgrades hardware and software to meet organizational requirements.
- Develops, deploys, and supports a standard desktop, common suite of tools and processes.
- Benchmarks and provides capacity reviews for all network systems.
- Provides assistance in testing new equipment and systems.
- Assists with Help Desk tickets (open issues) and is the final tier troubleshooting for tickets assigned.
- Provides 24/7 on-call support for systems/network administration issues.
- After hours installation and maintenance of systems.
- Operates with minimal supervision.
- Responsible for all other tasks as assigned.

Qualifications:

- Bachelor's degree and 5 years of system administration experience strongly preferred.
- Proficient computer skills to include, but not limited to, Microsoft Word, Visio, Excel, etc.
- Excellent customer service skills.
- Excellent communication skills both oral and written.
- Excellent planning and organization skills.
- Must act professionally.
- Ability to manage time and plan tasks to meet deadlines, and the ability to set priorities.
- Must be able to work well in a team environment as well as individually.
- Strong sense of ethics, including the need for strict confidentiality.

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